

OFFICE OR STAFF OFFICE OF THE DIRECTOR		OFFICE CODE A	REQUEST DATE 28 July 1952	APPROVAL DATE 28 July 1952	CONTROL NO. 118	Page 1 of 2 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
			MESSAGE CENTER SECRETARIAT				
			Cable Secretary	GS-301 14	A 118		
			Cable Secy (Deputy)	GS-301 13	A 119		
			Cable Secy (Exec)	GS-301 12	A 120		
			Watch Officer	GS-301 12	A 121 through 121.03		
			Secretary (Steno)	GS-318 5	A 122		
			Secretary (Steno)	GS-318 5	A 123		
			25X1A				
			These [redacted] positions to be placed on the DCI's T/O immediately after position A 26				
<p>JOB NO. BOX NO. FLD NO. DOC. NO. 14 NO CHANGE IN CLASS: 10 CLASS: 1 CLASS CHANGED TO: TS S SECRET. JUST. 22 NEXT REV DATE 10 REV DATE 10/26 REVIEWER 5/11/54 TYPE DOC. 05 NO. PGS 4 CREATION DATE ORG COMP 24 02131 ORG CLASS S REV CLASS C REV COORD. AUTH: HR 70-3</p>							
NEW OFFICE TOTALS			APPROVAL				

25X9A2

25X1A9a

The T/O changes listed above are hereby approved. Please make changes on office until new machine printed T/O page(s) is

Chief, Class. & Wage Div.

TITLE

~~SECRET~~
Security Information
CONFIDENTIAL

AUG 26 1952

TO: Deputy Director (Administration)

FROM: Assistant Director for Communications

SUBJECT: Establishment of Message Center Secretariat T/O for DCI.

PROBLEM

To establish a table or organization for the Message Center Secretariat.

FACTS BEARING ON THE PROBLEM

A. CIA Clandestine Services are to be organized in accordance with Command and Staff lines 1 August 1952.

B. This reorganization establishes a Message Center, headed by a Secretariat, immediately responsible to the Office of the Director.

C. The Director, on 14 July, approved the immediate establishment of a Cable Secretariat and a processing unit (the latter to be accomplished by redesignating the present Processing Branch of the Signal Center as the Message Center).

25X1A D. The Cable Secretary, [REDACTED] is on duty and his Deputy, [REDACTED] is available for T/O assignment in the Secretariat.

25X1A

E. The Message Center, headed by the Secretariat, will be responsible to the Director for all CIA covert cable release and distribution. Further, this Message Center will shortly be responsible for a pouch-gram service.

F. Slots are currently available, on an interim basis, for Processing Branch personnel of the Message Center but slots are not available for the Message Center Secretariat.

DISCUSSION

25X1A The establishment of a Table of Organization for the Message Center Secretariat will permit [REDACTED] and his Secretariat Office personnel to be appropriately assigned concurrent with the reorganization of 1 August 1952. Also the assignment of administrative personnel will be permitted. It should be noted that Secretariat personnel are to be selected and rotated on an over-all CIA Clandestine Services basis.

CONCLUSION

A Table of Organization for the DCI Cable Secretariat is required at this time.

CONFIDENTIAL
~~SECRET~~
Security Information

~~SECRET~~

~~CONFIDENTIAL~~

RECOMMENDATION

25X1A

That the attached Table of Organization [redacted] slots be approved at this time for the DCI Cable Secretariat. It is also recommended that the establishment of a full Message Center T/O be effected following a period of development following the 1 August reorganization. Message Center, less the Secretariat, slotting is currently effective on the basis of Signal Center Processing Branch slots.

25X1A9a

[redacted]

Survey. Approved subject detailed Campfront

[redacted]

FOIAb3b

*Atty DDA
28 July 52*

[redacted]

FOIAb3b

*Comptroller
28 July 52*

*Approved subject to the
above conditions*

25X1A9a

[redacted]

*Chief Clerk & Wage Sw.
Verbal approval by*

25X1A9a

~~CONFIDENTIAL~~

[redacted]

Deputy Chief of Staff

~~SECRET~~

*subject to detailed
by that*

28 July 1952 Office

Approved For Release 2000/04/14 : CIA-RDP78-03568A000300070008-3
25X1A

Approved For Release 2000/04/14 : CIA-RDP78-03568A000300070008-3